

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.



CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

VETERANS HOME OF CALIFORNIA – CHULA VISTA

OPEN/SPOT – CHULA VISTA (San Diego County)

PHARMACIST II

**SALARY RANGE: \$5,725.00 - \$6,312.00
(PLUS \$2,000 PER MONTH RECRUITMENT & RETENTION PAY ALLOWANCE)**

HOW TO APPLY: The testing office accepts applications, form 678, continuously and will notify and test applicants as needed.

SUBMIT APPLICATIONS TO: CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS
Personnel Management Division
1227 "O" Street, Room 105
Sacramento, CA 95814
ATTN: CHULA VISTA

Submit applications only to address indicated above. **Do not submit to the State Personnel Board.**

CONTINUOUS FILING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

This is an open examination. Applications will not be accepted on a promotional basis. Career Credits do not apply.

EXAMINATION ELIGIBILITY LIMIT: The testing period for this examination is 12 months. You may not test for this examination more than once in a testing period.

EXAMINATION INFORMATION: This examination will utilize an evaluation of each candidate's education and/or experience compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his/her application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:

NOTE: All competitors must meet the education and/or experience requirements when submitting their application unless there is an early entry feature. It is your responsibility to make sure that you meet the education and/or experience requirements stated below. Your signature on your application indicates that you have read, understood, and possess the basic qualifications.

NOTE: All applications/resumes must include: "to" and "from" date (month/day/year); time base; and class title. Applications/resumes received without this information will be rejected.

ALL COMPETITORS MUST SHOW THEIR LICENSE NUMBER, TITLE, AND EXPIRATION DATE ON THEIR APPLICATIONS. APPLICATIONS/RESUMES RECEIVED WITHOUT THIS INFORMATION, OR RECEIVED CONTAINING EXPIRED INFORMATION WILL BE REJECTED.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the requirement time Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

MINIMUM QUALIFICATIONS:

Possession of a valid certificate of registration as a licentiate in pharmacy issued by the State Board of Pharmacy. **AND**

EITHER I

One year performing the duties of a Pharmacist I in the California state service.

OR II

Two years of experience as a registered pharmacist, preferably including one year in a hospital pharmacy.

SPECIAL PERSONAL CHARACTERISTICS: Willingness to work in a State institution and freedom from communicable disease; willingness to work as a team member with other professional staff; willingness to provide patient-oriented services.

THE POSITION: As directing Pharmacist, supervises the work of preparing, manufacturing, and dispensing drugs and pharmaceuticals; supervises and instructs nonprofessional assistants in the routine phases of the work; supervises the filling of prescriptions; supervises the maintenance of the drug and chemical supplies of the institution; ensures proper disposition of records for drugs, poisons, and narcotics as required by Federal and State laws; ensures proper handling of investigational drugs; supervises preparation of estimates and requisitions for the drugs sundries, and chemicals required; ensures that records of those items received, on hand or dispensed are accurate and retrievable; ensures that patient's charts and medication regimens are routinely reviewed; supervises in-service training; ensures participation of Pharmacists in treatment team meetings; provides ongoing consultation to the treatment teams and Medical Review Committees; supervises implementation and/or maintenance of the unit dose system; ensures that hospital formulary and policy manuals are kept current and implements pharmacy policy as required; in smaller pharmacies may directly perform the "hands on" duties described above; performs other related duties. As a Pharmacist in a large comprehensive pharmacy where a Pharmacy Services Manager is utilized, serves in an assisting capacity; manages one or more major pharmacy services programs; performs other related duties.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

PHARMACIST II

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CONTINUOUS FILING

INFORMATION ON THIS BULLETIN SUPERCEDES ALL PRIOR BULLETINS

EXAMINATION INFORMATION: This examination will consist of an evaluation of each candidate's education and/or experience only. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

EDUCATION AND EXPERIENCE – WEIGHTED 100%

SCOPE: In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examination interviews will be on measuring competitively, relative to job demands, each competitor's:

A. Knowledge of:

1. Compounding of prescriptions and stock pharmaceutical preparations.
2. Drugs, chemicals, and pharmaceutical supplies required in the operation of a dispensary.
3. Principles of effective supervision.
4. Operation of a large hospital.
5. Laws pertaining to dispensing and use of narcotics and poisons.
6. Principles of facility pharmacy operation and management.
7. Patient-oriented services.
8. The department's Equal Employment Opportunity Program objectives.
9. A manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity Program objectives.

B. Ability to:

1. Compound prescriptions and stock pharmaceutical preparations.
2. Manage the pharmacy or one or more major pharmacy services programs for a large hospital.
3. Lead, supervise, and instruct others in pharmaceutical work.
4. Keep records and prepare reports.
5. Analyze situations accurately and take effective action.
6. Work as a team member when necessary.
7. Effectively contribute to the Equal Employment Opportunity Program objectives.

ELIGIBLE LIST INFORMATION: Names of successful competitors are merged into the list in order of final scores, regardless of date. Eligibility expires after 12 months unless the needs of the services and conditions of the list warrant a change in this period. The resulting eligible list will be used to fill vacancies at the Veterans Home, Chula Vista.

Veterans Preference Credit will not be granted for this examination.

GENERAL INFORMATION

It is the **candidate's responsibility** to contact the California Department of Veterans Affairs three days prior to the written test if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the California Department of Veterans Affairs, Personnel Management Division, (916) 653-2535 three weeks after the final filing date if he/she has not received a progress notice.

If a **candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of Employment Development Department and the Department noted on the front.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Location: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1)subdivisional promotional, 2)departmental promotional, 3)multidepartmental promotional, 4)servicewide promotional, 5)departmental open, 6)open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the information counter of State Personnel Board Offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: Veterans Preference credit will be added to the final score of all competitors in this examination who qualify for, and have requested these points and who are successful in this examination. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO ACHIEVE PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE CREDITS. When credit is granted it is as follows: 10 points for veterans and widows of veterans; 15 points for disabled veterans. Directions for applying for veteran's preference are on the Veterans Preference Application form, which is available from the State Personnel Board office, on the Internet, and through the Department of Veterans Affairs at P.O. Box 942895, Sacramento, CA 94295-0001.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school on a year-for-year basis.

TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.